

Department of the Navy Telework

Special Interest

- In 2004
 - ◊ 36,920 civilian employees were eligible for telework
 - ◊ 4,924 civilian employees teleworked on a regular or situational basis.

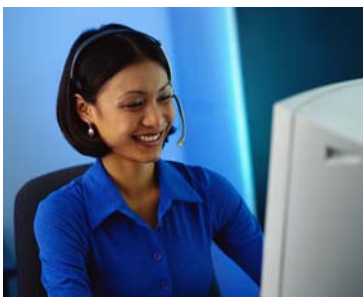
*Department of the Navy
Office of Civilian Human Resources
Labor and Employee Relations Division*

Telework

This is the first edition of a Telework Newsletter intended to inform and educate Department of the Navy (DON) civilian employees, supervisors and managers on the DON policy and procedures to implement telework. It will be published electronically on a quarterly basis.

The DON telework policy states, "The Department of the Navy (DON) is committed to improving the quality of work life for its civilian work force, and telework has proven to be an effective tool to help employees balance their work and private lives and family responsibilities. Telework is also an effective recruitment and retention tool as we seek to become an employer of choice." The DON supports this alternative to help employees with the many demands of work and family life.

A copy of this policy and guidance memorandum can be found on the DON Telework web site, <http://www.donhr.navy.mil/employees/telework.asp>



What is Telework?

- Performing your work tasks at an alternative location other than your usual work site, but not on official travel.
- You are still on official duty when you are teleworking, and are expected to be in a situation where you have resources necessary to do your job.
- You are able to concentrate on that job without interruptions from other family members and are not expected to care for family members.
- You can telework:
 - On an occasional or one-time basis or
 - On a regular schedule

Employee Eligibility



*Do you perform
research, analysis, or
report writing?*

Are you a good candidate to be a teleworker?

- You have current fully successful performance rating
- You are not in a trainee or entry-level position
- The tasks you perform do not depend on you being at the usual worksite. Tasks generally suited for telework are.....
 - Thinking and writing
 - Research and analysis
 - Report writing... but this is not a complete list.
- Daily face-to-face contact with your supervisor is not necessary
- You are:
 - Dependable
 - Able to handle responsibility
 - Personally motivated to complete work
 - Able to prioritize your work effectively
 - Able to demonstrate effective time management skills

Your Next Step



Talk with your supervisor about a plan for teleworking.

- ❖ Determine what tasks you can perform successfully at an alternative worksite.
 - Remember your supervisor will evaluate your performance by tasks you accomplish!
- ❖ Think of ways that Teleworking will benefit your office.
- ❖ Have solutions for handling meetings, telephone calls, IT needs and dependent care while you are Teleworking.
- ❖ Have a plan in mind where you will telework.
- ❖ Talk to your supervisor and present your ideas.

Useful Web Sites

The Telework Coalition, Provides: enabling virtual, mobile, and distributed work through education, technology, and legislation: <http://www.telcoa.org/index.htm>

NetworkWorldFusion, Provides: telework research center, breaking telework news:
<http://www.nwfusion.com/net.worker/topics/telecommuting.html>

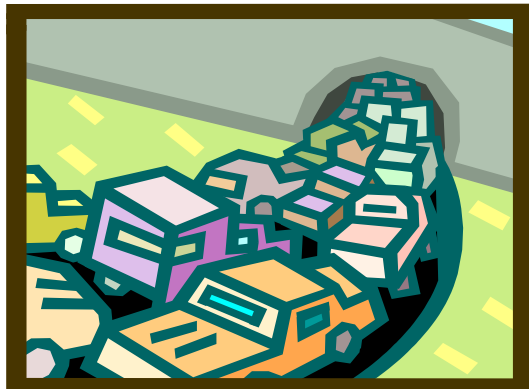
FAQs

Can I work part of the day in the office and the rest of the day teleworking from home?

Both the Office of Personnel Management and the Department of Defense (DoD) advocate telework as a benefit to our nation and community in terms of cleaner air, reduced energy consumption, and decreased traffic congestion. "Savings in commuting costs" is also included in the DoD Telework Guide as an advantage of teleworking. Your proposal does not support these telework advantages.

Also all definitions of telework focus on defining telework in terms of a day not part of a day. "Part-day" working from another location cannot be considered teleworking.

You may want to discuss with your supervisor teleworking from home 1 day a week or trying a flexible or compressed work schedule.



That congestion isn't just in your head.
It's on the roads too!

Questions?

Contact your Activity Telework Coordinator

Activity/Command Name

China Lake – Chris Perkins/DSN 351-3249

Point Mugu – Christy De La Rosa/DSN 351-3995

Sheeler Kowalewski
DON Telework Program Coordinator

We're on the Web!

See us at:

<http://www.donhr.navy.mil/employees/telework.asp>